

DJS YOUTH RECREATION SPECIALIST II (2623)

I. NATURE OF WORK:

The DJS Youth Recreation Specialist II is the full performance level of work supervising recreational programming for youths that have been detained or placed in a facility operated by the Department of Juvenile Services. Employees have responsibility for the supervision and custody of youths participating in recreational and leisure activities. Employees in this classification do not supervise but may provide guidance and advice to other facility personnel.

Employees in this classification receive general supervision from a DJS Assistant Superintendent Juvenile Facility or other designated DJS official. Employees may be required to work evenings, weekends or holidays and may be subject to call-in. Work is performed primarily in a youth facility and employees may be exposed to youths who may be abusive or hostile. Employees may be required to physically subdue violent youths and intervene to prevent situations from escalating. Employees will be expected to work both indoors and outdoors and may be exposed to inclement weather conditions.

The DJS Youth Recreation Specialist I and II are differentiated on the basis of supervisory control exercised by the supervisor over these employees. The DJS Youth Recreation Specialist I performs duties under close supervision under fully certified. Following certification, the DJS Youth Recreation Specialist I performs a limited range of duties with some independence at times and under close supervision at other times, depending on the complexity of the specific duty being performed. The DJS Youth Recreation Specialist II performs the full range of duties under general supervision. Employees must be fully certified by the Maryland Correctional Training Commission prior to appointment as a DJS Youth Recreation Specialist II.

II. EXAMPLES OF WORK: (Examples are illustrative only)

- Plans, schedules, supervises and evaluates recreational programming for youths residing at a DJS operated facility;

- Organizes programming to recognize and reward youth achievement;

- Trains DJS facility personnel and other individuals such as community volunteers to serve as referees or coaches;

- Oversees the purchasing of recreational equipment and materials;

- Oversees the maintenance of recreational areas, equipment and materials;

- Provides instruction by explaining the principles, techniques and safety procedures of physical fitness and sports, and demonstrates use of sport equipment;

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Tailors instruction and coaching to meet the needs and abilities of individual youths;

Instills values such as teamwork, self-esteem and self-confidence, and promotes appropriate social interaction skills in order that youths may transfer these values to the community upon release;

Schedules recreational events to include tournaments, sports clinics and seasonal sports activities, and various non-athletic events;

Provides one-on-one mentoring, coaching or counseling to youths as necessary, developing an effective rapport with a diverse youth population;

Intervenes to de-escalate potentially hostile or dangerous situations and documents incidents to appropriate facility staff;

Meets with staff from DJS youth facilities, such as teachers and DJS Resident Advisors, as well as individuals from various outside organizations to plan recreational programs;

Enforces the rules and regulations of recreational areas in order to maintain discipline and ensure safety;

Attends in-service training on relevant topics, such as crisis prevention, suicide prevention, emergency medical treatments and behavioral modification models, in order to maintain knowledge of childcare needs, counseling methods and trends in the juvenile justice field and to maintain certification;

Assesses emergency and crisis situations, makes appropriate contacts and referrals, and provides interim emergency medical and other assistance as necessary until specialized assistance is available;

Maintains logs or other documentation of daily recreational activities;

May prepare reports as requested by management;

May participate in established meetings with DJS Resident Advisors, DJS Residential Group Life Managers, DJS Case Management Specialists or others by providing progress or assessments of youth behavior during recreational activities;

Performs other necessary duties as required.

III. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the principles of physical education and fitness;

Knowledge of the rules and regulations of games and sports;

Skill in planning and scheduling a variety of recreational programs and activities to meet the needs of a diverse population of youths residing in a DJS facility;

Skill in leading youths in organized recreational activities;

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Skill in demonstrating physical activities and the proper use of equipment and materials to groups of youth residents;

Skill in providing coaching and mentoring to youths with special physical circumstances or emotional needs;

Ability to train other DJS facility staff or volunteers in how to coach games and sports;

Ability to administer first aid;

Ability to communicate effectively with youths;

Ability to document incidents of aggressive or anti-social behavior or emergency incidents;

Ability to maintain logs and prepare reports as requested by management;

Ability to establish effective working relationships with DJS facility staff and community groups and volunteers.

IV. MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Education: High School diploma or G.E.D. certificate acceptable to the Maryland State Board of Education as described in the Correctional Training Commission regulation.

Experience: One year of experience supervising recreational programs for youths in a juvenile facility or juvenile services community program for at-risk youth.

- Notes: 1. The above educational requirement is set by the Maryland Correctional Training Commission in accordance with the Correctional Services Article, Section 8-209.
2. An Associates of Arts degree in a recreational program such as Parks, Recreation and Leisure Studies; Sports and Fitness Administration or Health and Physical Education or 60 credit hours with 30 credits in the required areas and one year of experience working directly with children or youth in a recreation center, fitness center or school setting may be substituted for the required experience.

3. A Bachelor's Degree in a recreational program such as Parks, Recreation and Leisure Studies; Sports and Fitness Administration or Health and Physical Education may be substituted for the required experience.

V. LICENSES, REGISTRATIONS AND CERTIFICATES:

1. Candidates appointed to positions in this classification must be fully certified by the Maryland Correctional Training Commission prior to appointment and are required to maintain certification while employed.
2. Candidates appointed to positions in this classification may be assigned duties which require the operation of a motor vehicle. Employees assigned such duties will be required to possess a motor vehicle operator's license valid in the State of Maryland.

VI. SPECIAL REQUIREMENTS OF THE CLASSIFICATION:

1. In accordance with the Correctional Services Article of the Maryland Annotated Code, Section 8-209, the Maryland Correctional Training Commission shall establish the minimum qualifications for probationary or permanent appointment of a Department of Juvenile Services employee. These requirements are listed in detail in the Code of Maryland Regulations 12.10.01.04, general regulations of the Maryland Correctional Training Commission, and include:
 - U.S. Citizenship or Resident Alien status
 - Must be at least 18 years of age
 - A thorough background check, including fingerprinting and drug testing
 - An oral interview, and
 - Physical and psychological examinations.
2. Employees in this classification may be subject to call 24 hours a day and may be required to provide the employing agency with a telephone number where the employee can be reached. A pager may be supplied to the employee.

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3. Employees in this classification are subject to substance abuse testing in accordance with Code of Maryland Regulation 17.04.09 – Testing for Illegal Use of Drugs.

DATE ADOPTED: July 1, 2004

Class specifications are broad descriptions covering groups of positions used by various State departments and agencies. Position descriptions maintained by the using department or agency address the essential job functions of each position.

APPROVED:

Director, Division of Salary Administration
and Position Classification